

TOWN OF MINA  
PLANNING BOARD MINUTES

June 1, 2022

**Planning Board Members Present:** Kris Gleason (Chair), Jo-Ann Travis, John Shifler

**Planning Board Member Absent:** Pat Cuneo

**Others Present:** Christine Craffey, Don McCord (Small Town Planning); Ellen Shifler, Mina Code Secretary

**Call to Order:** The meeting was called to order at 6:08 PM by Kris Gleason, Chair.

**Pledge of Allegiance**

**Legal Notice** of the meeting was acknowledged (*Post-Journal 5/13/22*).

**Minutes** of the meeting of 5/4/22 were approved as **presented** upon motion by Jo-Ann Travis and second by John Shifler.

**PUBLIC INPUT:** None

**PLANNING BOARD DISCUSSION ITEMS:**

1. COMPREHENSIVE PLAN - Consultant Don McCord (Small Town Planning) facilitated five Comprehensive Planning focus groups with members of the Mina community on May 17 and May 19, 2022. Mr. McCord summarized the groups' written comments in "Mina Focus Group Summary Draft (June 1, 2022)." More community input will be added to the summary as Mr. McCord reviews additional group responses.

Mr. McCord reported that participants were engaged and thoughtful in their responses. Overall community feedback on the Comprehensive Planning process is positive.

An area of repeated concern was lack of enforcement of regulations, including water safety, highway/road, and property/zoning. The Planning Board concurs with this assessment.

Participants also cited lack of communication. The Planning Board discussed the channels by which community members receive information and reiterated the need for communication to be disseminated via multiple channels (*Ex. print / mailings, signage, Town website, social media*).

Mr. McCord led a Planning Board discussion on general findings and impressions from the focus groups. Areas of discussion were:

- a. What is going well in the Town of Mina and Findley Lake hamlet today?
- b. What isn't working in the Town of Mina and Findley Lake hamlet?
- c. If you feel something isn't working well today, how should it change?
- d. What are some opportunities the Town of Mina and Findley Lake hamlet have?
- e. What is your vision for the Town of Mina in ten years?
- f. The hamlet of Findley Lake is a small part of the overall Town. What role does the hamlet play in the life of the larger overall Town?
- g. What improvements, if any, would you like to see in the downtown district?
- h. Economic opportunities are a concern in rural communities. What type of development do you support, where should this development occur, and what type of development should occur in the Historic District?
- i. What public or private services do you feel are needed in the Town of Mina and the Findley Lake hamlet?
- j. Additional questions and comments

**NEXT STEPS:** Use responses from the focus groups to generate a **survey** for all residents and property owners. The Planning Board should finalize the survey prior to its 7/13/22 meeting to capitalize on the presence of seasonal residents. Proposed timeline for online survey roll-out is late June or first week in July:

- 1) Online survey\* available late June / early July.
- 2) Postcard mailing to all property owners to inform of the survey and ask for participation. Postcard would include online address of the survey and a QR code.
- 3) Develop and display posters in businesses to inform others of the survey and encourage participation.
- 4) Online survey would be available for 30 days.
- 5) Mr. McCord will then generate a survey report with responses.

\*A small number of paper surveys will be available for those without internet access.

## 2. ZONING FOR CANNABIS BUSINESSES

Town Supervisor Rebecca Brumagin has emailed the document "Adult-Use License Types" from the New York State Office of Cannabis Management and has requested that the Planning Board make recommendations for cannabis business zoning.

The Planning Board agreed that more information is needed in order to make zoning recommendations. The Planning Board needs to understand potential impacts of cannabis licenses.

3. **NEW BUSINESS:** John Shifler, as Zoning Board of Appeals Chair, discussed proposed new businesses in the B1 (Historic Business) district. *The Town of Mina Zoning Law, Rev.*

7/11/20, requires that the Planning Board and the Zoning Board (through a Special Use Permit) approve new businesses in the B1 district. Kris Gleason will be notified by letter of pending applications for Special Use Permit. The Planning Board may give its approval at its regular meeting prior to the Zoning Board meeting, and/or they may send a representative to the Zoning Board hearing to ask questions.

4. NEXT MEETINGS: **Monday, June 20** (survey work session only – 6:00 PM) and **Wednesday, July 13, 2022** (regular public meeting) at 6:00 PM.

Meeting was adjourned at 8:02 PM upon motion by Jo-Ann Travis and second from John Shifler.

Recorded by: Ellen Shifler, Code Secretary, Town of Mina